LA eCat Online Help Highlights

Help Tool Bar Buttons: (located at top of every help page)

Table of Contents   links to the Table of Contents which provides help for all users accessing eCat.

Help On Help   provides tips on how to use eCat's Online Help.

Help Line Info   provides information about Help Desk phone numbers to call for assistance.

Previous Page   when navigating through Online Help, provides a link to the previous page.

Search   provides a means to search for help pertaining to a particular topic. Does not offer the option of searching based upon user role. Online User's Manuals provide links to help for specific user roles.

Table of Contents Page:
1. The Table of Contents provides links to the following information:

> **Introduction** – General helpful information for all eCat users.
>
> **AGPS Administrator** – provides a link to the AGPS Administrator's Manual.
>
> **AGPS User** – provides a link to the AGPS User's Manual.
>
> **Audit User** – provides a link to the Auditor's Manual.
>
> **Internal Administrator** – provides a link to the State's Internal Administrator's Manual.
>
> **Non-AGPS Administrator** – provides a link to the Non-AGPS Administrator's Manual.
>
> **Non-AGPS User** – provides a link to the Non-AGPS User's Manual.
>
> **Seller Administrator** – provides a link to the Seller Administrator's Manual.
>
> **Seller User** – provides a link to the Seller's Manual.
>
> **Vendor Administrator** – provides a link to the State's Internal Vendor Administrator's Manual.
>
> **Index** – this is a repository of all online help documents.

Multiple Formats Available:
- Offers ability to select format for viewing help

  1. **Work Instructions** – detailed procedure includes screen prints, field definitions, or data.
  2. **Cue Card** – abbreviated version of the work instruction. Contains links to screen prints, field definitions, and data.

NOTE: PRINTING IS NOT RECOMMENDED.

- Defaults to cue card format.

- Format can be changed by clicking on drop down arrow in upper right hand corner and selecting desired format

Graphics:

indicates informational message

indicates a warning

indicates a critical note

questions user to ensure needed information is available

instructs on use of Object Manager and offers additional information

indicates to call the Help Desk for assistance

indicates links to available screen captures

advises of other transactions to perform